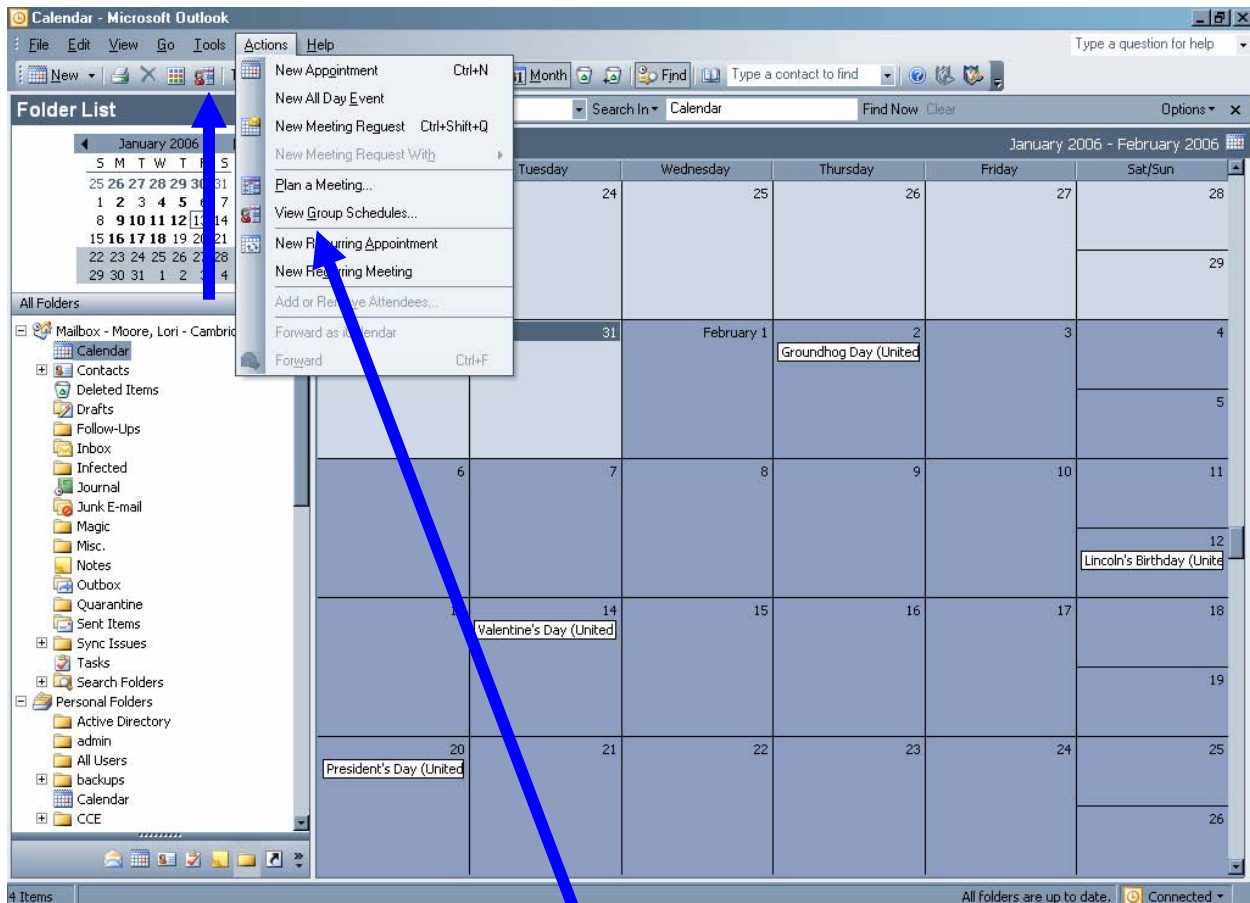**Steps to Setup Viewing the ITS Staff Schedule in Outlook**
January 13, 2006

Initial Outlook Setup to create ITS Schedule:

1.   Bring up Outlook 2003 in Connect mode. (You won't be able to view ITS Staff Schedule when using "Work Offline" mode when first starting Outlook.)
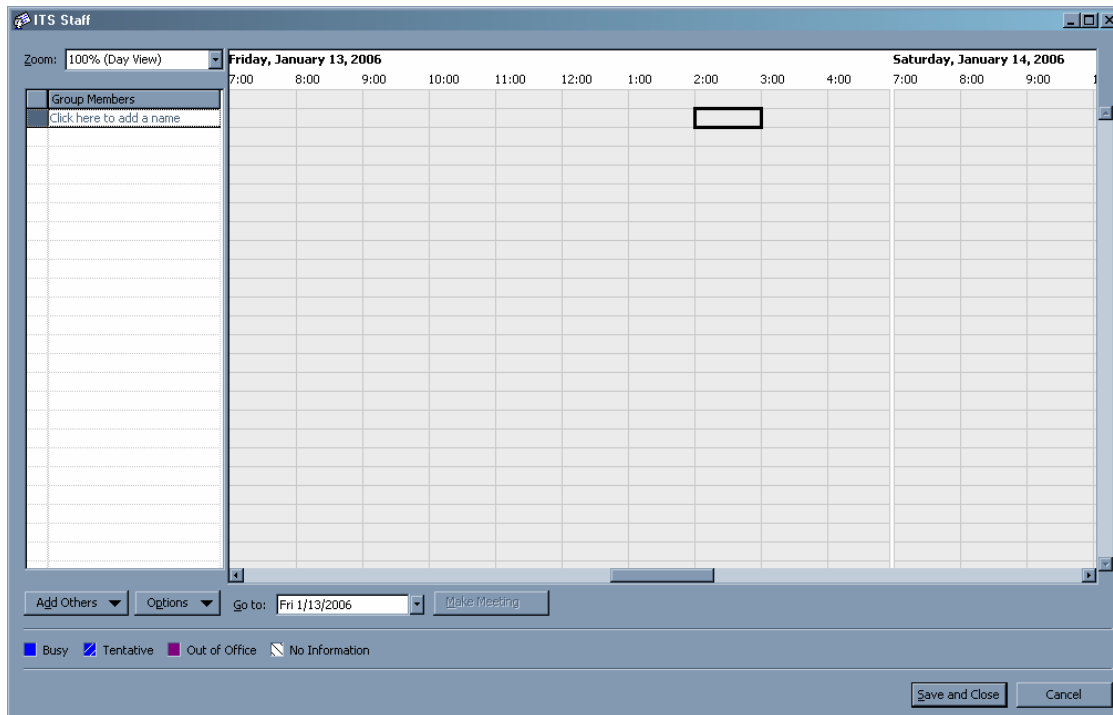2.   Click on **Calendar** folder under Mailbox – User name

3.   Click on **Actions** and select **View Group Schedule** or Click on the **view schedule button** on the toolbar.
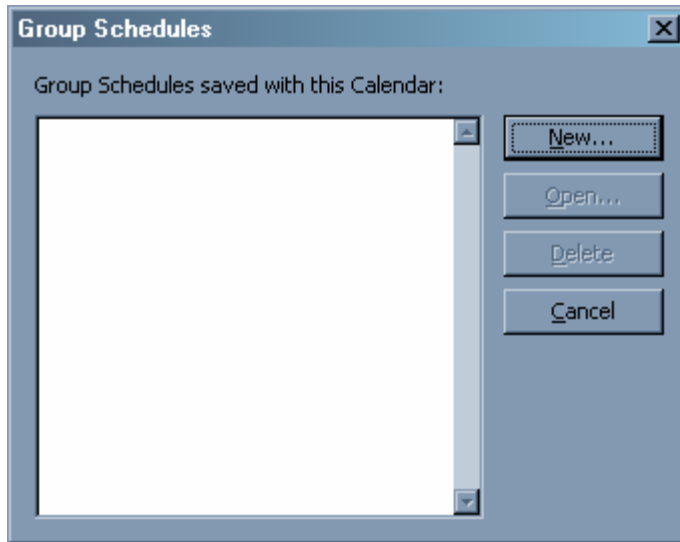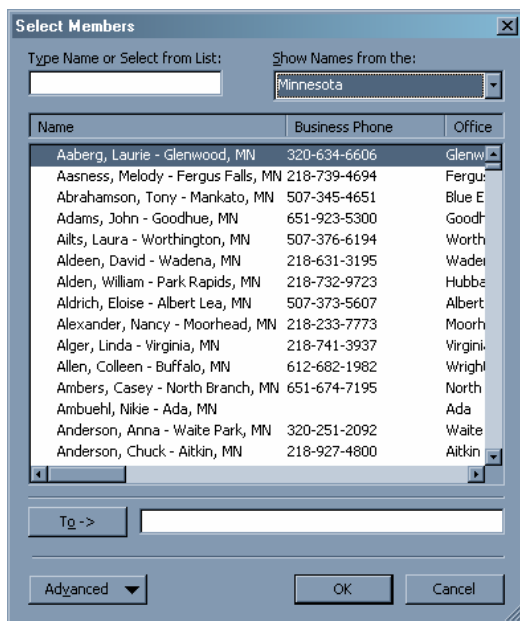
4.	In the Group Schedules window, Click on **New**
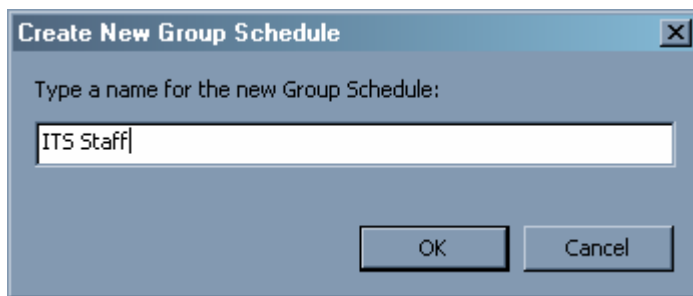
5.	Enter "ITS Staff" for the new Group Schedule, then click **OK**

6. Click on the **Add Others** button and select **Add from Address Book**

7. In the "Show Names from the :" field, change to **Minnesota**.

8. In the "Type Name" field, begin typing the last name of the ITS person whose calendar that you want to add to the ITS Staff group. Click on the name, then click the **To** button. Repeat this step until all ITS Staff names show in the **To** list. Click **OK** when finished adding names.
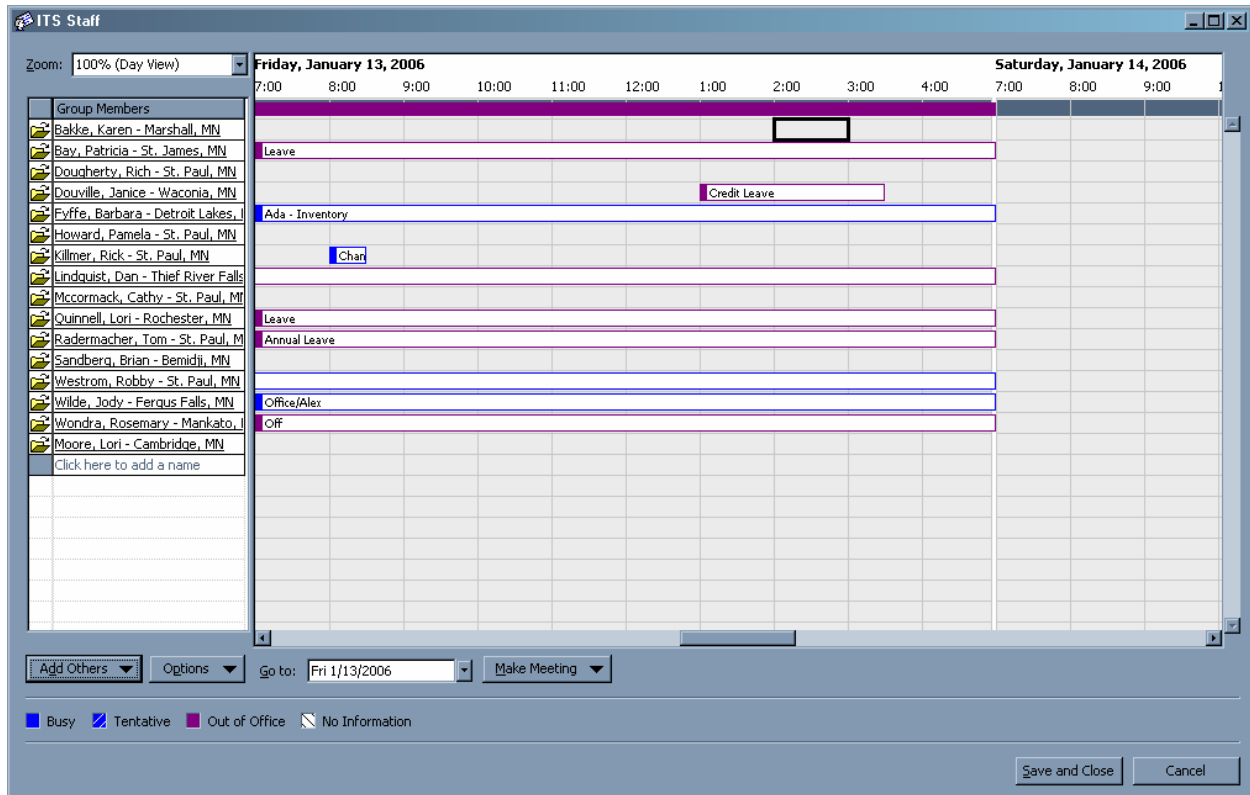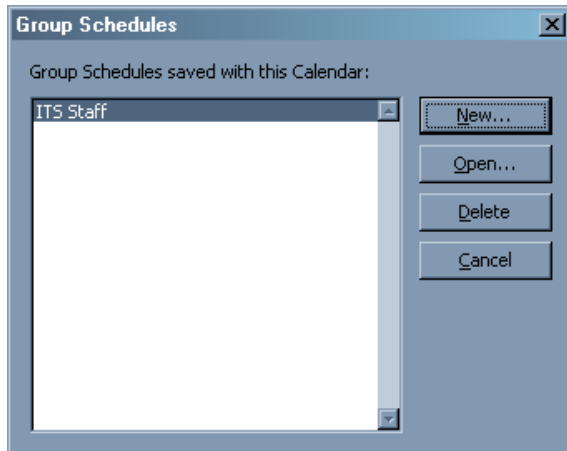
9. Click **Save and Close** to exit group schedule.

To View ITS Group Schedule:

1.   Bring up Outlook in Connect Mode. (You will not be able to view ITS staff Schedule when using "Work Offline" mode when first starting Outlook.)

2.   Click on the **Calendar** folder under Outlook Today

3.   On the Top Menu bar, click on **view schedule button**

4.   Click on the ITS Staff Group Name that you created and click on **Open**
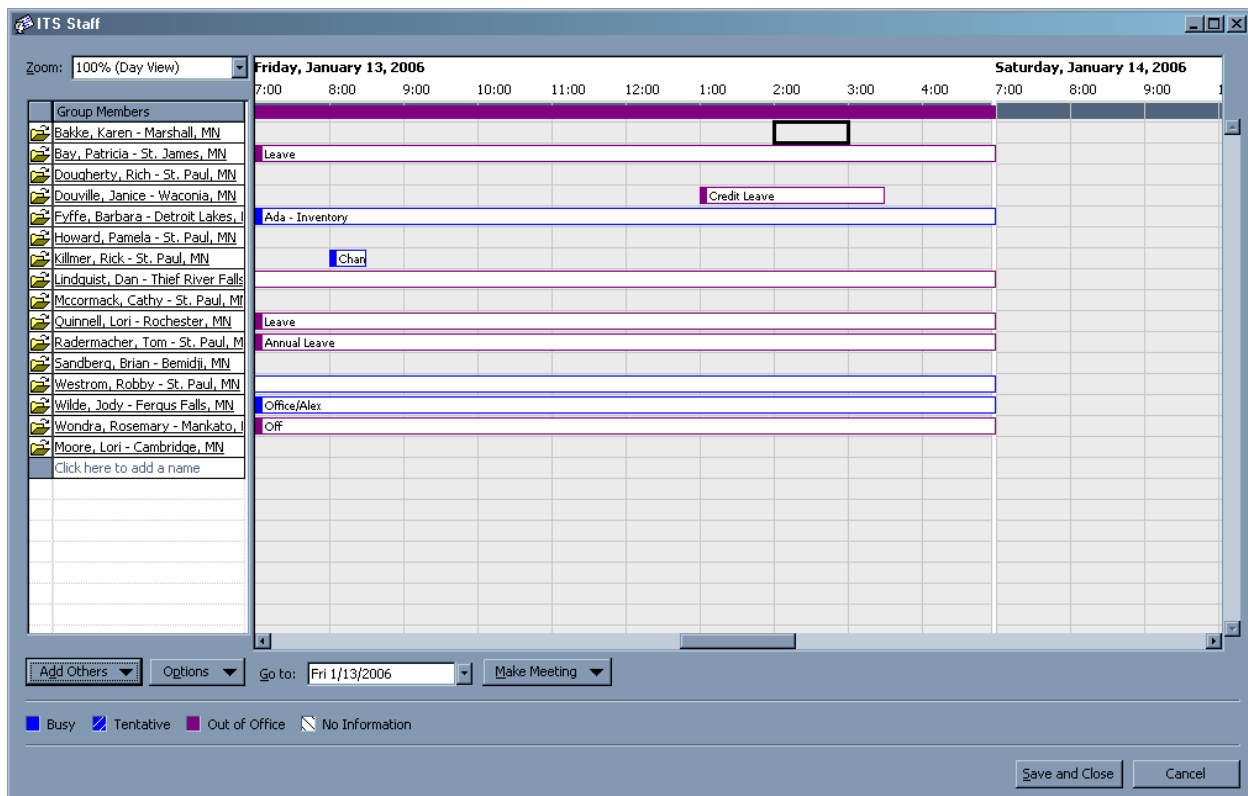
5.   It may take a minute for all of the ITS Staff Schedule to appear on your screen. You will only see the current month plus one future month. You can view details y moving your cursor to the item.